

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



Job Summary - August 25, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2014 Salary</u>
Executive					
3650	Executive Office	Office Specialist	CL, CR	6/16/2014	\$ 12.87
General Support Services					
3510	Facility Management	Office Specialist	CL, CR	8/18/2014	\$ 12.87
3519	Human Resources	Safety Coordinator		8/18/2014	\$ 49,624.00
Justice Programs					
3808	Advocate	Advocate	CL	7/14/2014	\$ 20.07
3823	Office of Prosecutor	Senior Supervising Prosecutor		8/18/2014	\$ 50,865.00
Department of Health and Human Services					
3795	Health Transportation - Site: San Lucy	Program Coordinator		6/9/2014	\$ 41,747.00
3674	Health Transportation - Site: San Simon	Transit Driver		8/18/2014	\$ 13.19
3820	Health Transportation - Site: Ak Chin	Transit Driver		8/18/2014	\$ 13.19
3788	Community Health/HIV AIDS	Program Supervisor		6/9/2014	\$ 53,440.00
3577	Community Health	Licensed Practical Nurse		5/12/2014	\$ 23.86
3782	Management of Health	Program Development Manager		6/2/2014	\$ 71,871.00
3803	Behavioral Health	Director of Clinical Services		7/14/2014	\$ 87,567.00
3809	Child Welfare	Cook		7/21/2014	\$ 11.66
Department of Education					
3818	Administration	Accounting Specialist		8/4/2014	\$ 17.74
3813	Administration	Director of Education		8/4/2014	\$ 71,874.00
3684	Child Care Services/Early Childhood - Site: Santa Rosa	Child Care Specialist		8/4/2014	\$ 9.57
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3769	Recreation - Al Jek	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)		6/16/2014	\$ 12.87
3764	Recreation - Al Jek	Principle Lifeguard (Occasional)		6/16/2014	\$ 12.87
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3796	One Stop	Program Coordinator		7/21/2014	\$ 20.08
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3819	Cultural Center & Museum	Receptionist		8/11/2014	\$ 10.83
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	7/7/2014	\$ 22.71
Department of Planning and Economic Development					
3815	Realty Office	Realty Specialist		8/11/2014	\$ 20.57
3817	Realty Office	Realty Specialist		8/11/2014	\$ 20.57
Department of Public Safety					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.